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28 March 1963

**MEMORANDUM FOR: All Members of the Mail and Courier
Task Force**

SUBJECT : Minutes of 26 March 1963 Meeting

1. Attached hereto is a draft of the minutes of the 26 March 1963 meeting for your information and review.

2. The minutes will be discussed, amended, or changed as necessary and adopted at our next meeting on 2 April 1963.

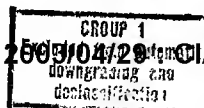


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**Attachment:
As Stated**

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**Minutes of Mail and Courier Task Force Meeting
of 26 March 1963**

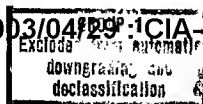


2. The meeting was devoted to discussion of the Agency External Courier System. Major points discussed and actions taken were:

a. The Agency external courier system (OL) has developed from an initial personnel complement of about ten to sixty at the present time. The increase has been gradual over the years and has been based on an increased number of points served and frequency of required service. There are currently fifty-nine (59) scheduled daily runs serving approximately 170 points throughout the Washington area, including the Agency, other U.S. Government departments, several foreign embassies, and one or two commercial establishments. The service includes both delivery and pick-up. In only very rare instances are deliveries made to CIA by outside originators of material. It was the consensus of Task Force that delivery and pick-up by Agency couriers is probably the most efficient and economical means of handling the material.

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b. Upon examination of the question of duplication of courier service between various Agency components, it was determined that any apparent duplication is based on requirements for special handling of various types of material, i.e., point-to-point delivery by certain designated, identified couriers, special clearances for handlers of this material, etc. It was concluded that the further review would be made with the objective of including as much as possible of the special handling material within the regular Agency courier service. [] will present further information on this subject at a subsequent meeting.

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c. It was determined that a published listing of all regularly scheduled courier runs, including the estimated time for point-to-point delivery, would be furnished Agency originators of material on a "need-to-know" basis. It was felt that such a listing should result in a reduction of requests for special deliveries and would be the basis for a periodic review leading to consolidation of service, elimination of duplication, and reduction in operating costs. The Office of Logistics is preparing the list for early release.

d. As a positive control measure, it was determined that designated officers within each major component should be authorized to place requests for additional regular or special delivery courier

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service. The Chief, Mail and Courier Branch, would be designated to receive such requests with authority to determine the validity of the request and the best means of providing the service. This item will be considered for incorporation in an appropriate Agency issuance.

e. Upon consideration of the possibility of establishing inter-Agency relay points for delivery/pick-up of material, it was determined to be unfeasible. Of the 170 outside delivery points, only three, e.g., Pentagon (34), State (11), and Arlington Hall (9) have multiple delivery points. (All points are not serviced every delivery.) The bulk of Agency material is considered in the expedite category; and, because of the time element involved, should reach the recipient promptly. Establishment of Agency permanently assigned courier service within these buildings would be uneconomical. An attempt was made to consolidate the seven stops within DIA without success.

f. One significant accomplishment was reported. Heretofore three couriers, two records center and one administrative, have provided service from and to This service has now been consolidated in the headquarters system utilizing only two couriers--a savings of one courier and one vehicle.

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